LA SALLE COLLEGE

BULLETIN

EVENING DIVISION

1952-53

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La Salle College

BULLETIN

of Evening Program in

SCIENCE

and

BUSINESS ADMINISTRATION



1952-1953

La Salle College

Philadelphia 41, Pennsylvania


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La Salle College

BULLETIN

of Evening Program in

SCIENCE

and

BUSINESS ADMINISTRATION

Conducted by the Brothers
of the Christian Schools

Volume XXXIII, Number 2

1952-1953 ANNOUNCEMENT

Philadelphia 41, Pennsylvania

36758

Memorial

CALENDAR

FALL TERM 1952-53

Registration, 7:00 to 9:00 P.M.	*Monday*	August	25
	to Friday	September	5
Classes begin, 7:00 P.M.	*Monday*	September	8
Feast of All-Saints—Holiday	*Saturday*	November	1
Mid-Term Examinations	*Monday*	November	3
	to Friday	November	7
Thanksgiving Day—Holiday	*Thursday*	November	20
Christmas Recess begins, 10:05 P.M.	*Thursday*	December	18
Christmas Recess ends, 7:00 P.M.	*Monday*	January	5
Fall Term Examinations, 7:30 to 10:00 P.M.	*Monday*	January	19
	to Friday	January	23

SPRING TERM 1953

Registration, 7:00 to 9:00 P.M.	*Monday*	January	26
	to Friday	January	30
Classes begin, 7:00 P.M.	*Monday*	February	2
Mid-Term Examinations	*Wednesday*	March	25
	to Tuesday	March	31
Easter Recess begins, 10:05 P.M.	*Wednesday*	April	1
Easter Recess ends, 7:00 P.M.	*Tuesday*	April	7
Feast of the Ascension—Holiday	*Thursday*	May	14
Founder's Day—Holiday	*Friday*	May	15
Memorial Day—Holiday	*Saturday*	May	30
Spring Term Examinations, 7:30 to 10:00 P.M.	*Monday*	June	8
	to Friday	June	12
Commencement	*Wednesday*	June	10

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LA SALLE COLLEGE IN THE CITY OF PHILADELPHIA

(Corporate Title)

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John McShain, Sc.D. ..... Philadelphia

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Brother E. Joseph, F.S.C., B.S. in L.S. ..... Librarian
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Brother D. Vincent, F.S.C., Ph.D. ..... Director of Guidance
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Brother F. Cyril, F.S.C., Ph.D. ..... Assistant to the Dean
Margaret M. Lennon, B.A. ..... Assistant Registrar
Charles P. Perkins, M.A. ..... Evening Division Registrar
Reverend Charles F. Gorman, M.A., LL.D. ..... College Chaplain
Anthony M. Waltrich, A.B. ..... Director of Alumni Relations
Donald Masser ..... Superintendent of Buildings and Grounds
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Thomas F. McTear, B.A., M.D. ..... College Physician

FACULTY OF THE COLLEGE

BROTHER E. ABDON, F.S.C. .....Professor of German
B.A., La Salle College
M.A., University of Pennsylvania
Ped.D., La Salle College

EDWIN W. ADAMS .....Associate Professor of Education
B.S., Temple University
M.A., University of Pennsylvania
Ed.D., Temple University

BROTHER E. ALBAN, F.S.C. .....Instructor in Mathematics
B.A., Catholic University of America

FRANCIS T. ALLEN .....Lecturer in Insurance
B.S., M.A., University of Pennsylvania

AUSTIN J. APP .....Associate Professor of English
B.A., St. Francis Seminary
M.A., Ph.D., Catholic University of America

BROTHER D. AUGUSTINE, F.S.C. .....Professor of Sociology
B.A., University of Scranton
M.A., Ph.D., Catholic University of America

BROTHER F. AZARIAS, F.S.C. .....Associate Professor of Education
B.A. M.A., La Salle College

JOHN C. BANNAN .....Instructor in Marketing
B.S. in Econ., University of Pennsylvania

DONALD J. BARRETT .....Assistant Professor of Sociology
B.A., Woodstock College
Ph.L., St. Louis University
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BROTHER F. BENILDE, F.S.C. .....Instructor in Religion
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M.A., University of Pennsylvania

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JOSEPH A. BROWNE .....Lecturer in French
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Ugo Donini .....Associate Professor of History
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M.A., Catholic University of America
Ph.D., Fordham University
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Graduate I.E., Purdue University

BEVERLY A. FINKLE, MAJOR, N.G.U.S. .....Assistant Professor of
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** Recalled to Armed Services.

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M.A., University of Pennsylvania

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M.F.A., Catholic University of America

JOHN ROONEY .....Instructor in Psychology
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M.A., Temple University

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M.A., Bucknell University

THOMAS J. RYAN .....Instructor in Industry
B.S., La Salle College
M.B.A., University of Pennsylvania

REVEREND WILLIAM J. SAILER .....Director of College Glee Club
Ph.D., S.T.B., University of the Propagation of the Faith

** Recalled to Armed Services.

Henry J. Schneiders ..... Lecturer in Chemistry
B.A., La Salle College
M.S., Temple University
Ph.D., University of Wisconsin

Karl G. Seelaus, C.P.A. ..... Instructor in Industry
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John Singer ..... Lecturer in Insurance
B.A., St. Joseph's College

Brother E. Stanislaus, F.S.C. ..... Professor of Philosophy
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Francis X. Stanton ..... Lecturer in Finance
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Cornelius F. Sullivan ..... Lecturer in Economics
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M.A., University of Pennsylvania

Peter J. Sweeney ..... Instructor in Accounting
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M.S., University of Pennsylvania

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Willard G. Walsh ..... Assistant Professor of Speech and Drama
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M.F.A., Fordham University

Anthony M. Waltrich ..... Instructor in English
B.A., La Salle College

Frank J. Wetzler ..... Instructor in German
B.A., Villanova College

Joseph M. Wolfram ..... Laboratory Instructor in Physics
B.A., La Salle College

Melvin F. Woods ..... Instructor in Finance
B.A., St. Vincent's College

GENERAL INFORMATION

HISTORY OF THE COLLEGE

In 1863, eighteen years after the Christian Brothers first came to the United States, the development of Catholic education in the Diocese of Philadelphia had created the need for a Catholic college within the limits of the city. To that end, a group of eminent priests and laymen, led by the Most Reverend James Frederick Wood, later Archbishop of Philadelphia, obtained a charter for the incorporation of La Salle College from the Legislature of the Commonwealth of Pennsylvania. The Christian Brothers' Academy, which had been organized during the previous year as a part of St. Michael's parochial school, became the nucleus of the new college.

By 1929, when it was moved to its present site, the College had already outgrown three previous locations. And almost as soon as the College and Faculty buildings were occupied, ground was broken for the gymnasium, which was ready for use early in 1930.

Since then the continued growth of the academic and athletic programs of the College has necessitated additional facilities. These include McCarthy Stadium, built in 1937 and named for John A. McCarthy, a generous benefactor of the College; McShain Hall, dedicated in 1940 and named for John McShain, another generous benefactor; Leonard Hall, the student union building, completed in 1947 and named for Brother Gervald Leonard, whose devoted service to the men of La Salle College has endeared his memory to all who knew him; and Benilde Hall, a new building with facilities for nine classrooms and offices for members of the faculty. It is named for Blessed Brother Benildus, the second Christian Brother whom the Holy See has seen fit to consider for canonization.

Thus, since its inception, La Salle College has grown steadily in order to meet the demands for modern Christian education, especially during these last few years when so many veterans have taken advantage of the opportunity to obtain or complete their college education.

EVENING PROGRAM IN SCIENCE *and* BUSINESS ADMINISTRATION

PURPOSE

The Evening Program of Science and Business Administration was established in 1946 to provide an opportunity for men who are unable to attend classes during the day to prepare themselves for positions of responsibility in industry. Its basic aim is to provide an education that is liberal, technical, and Catholic.

In providing a liberal education, the College regards the student as an individual who is to be placed in an environment which will enable him to work to the limit of his capabilities so that the all-important step from formal education to self-education can be taken at the earliest possible moment. This objective is achieved, not so much by preparing the student for a specific career, as by giving him the opportunity to acquire the prerequisites for any career: the ability to write correct and effective English; the ability to read with facility works written in French, German, or Spanish; an acquaintance with the fields of English and American Literature, natural and social science, philosophy, and history.

The programs of study include those courses which serve to provide the informational background and technical training so necessary for a successful career in industry or science. The man engaged in industry without some special preparation suffers a handicap. However, the man who has restricted his preparation to the technical fields only, suffers a like handicap. The successful business man has heavy supervisory responsibilities. Technical training alone will not prepare him to meet these problems. Cultural subjects properly integrated with the technical training together with the student's experience should prepare him to supervise the work of others, to attain a full professional status, and to take his proper place in industry.

In providing a Catholic education, La Salle recognizes that its ultimate aim is the development of the personality in the light of the cultural and intellectual heritage of the past and as it befits the spiritual dignity of man under the direction of the teachings of Christ. Its aim is to bring about the combined development of the moral and intellectual powers of its students; to cultivate intellectual excellence in accordance with the principles of Catholic philosophy; to emphasize Christian morality as the vital force in character formation and the animating principle of sound citizenship.

THE COLLEGE LIBRARY

The La Salle College Library at present contains over 30,000 volumes and extensive files of selected periodicals. The new La Salle College Library to be occupied in September 1952 will house the volumes formerly in College Hall Library. This new library represents the latest principles of library planning. It will accommodate over 100,000 volumes to provide ample research and study facilities for the students and faculty of the College.

All faculty members and all properly enrolled students of the College are entitled to use the Library facilities. In order to provide for the evening student's needs, the Library will be open continuously from 8:30 A.M. to 9:00 P.M., Monday, Tuesday, and Thursday evenings, and from 8:30 A.M. to 12:00 noon on Saturdays during the school year.

ADMISSION TO THE EVENING PROGRAM

ADMISSION PROCEDURE

General

La Salle College admits to the first year of its evening program, applicants who, in the opinion of the Committee on Admissions, are qualified to profit by the educational program of the school. Consideration shall be given not only to scholastic ability, but also to the character of the applicant and the interest which he manifests in the entire program of the school.

Admission Period

Entering students will be accepted for the Fall and Spring Terms beginning in September and in February. A prospective student should file his formal application well in advance of the opening date of the term which he wishes to enter. The proper application forms may be obtained from the office of the Director of the Evening Program, La Salle College, Philadelphia 41, Pa.

Classification of Students

Male students only are admitted, according to their qualifications, to the following groups:

1. Candidates for the degree of Bachelor of Science in the fields of Chemistry, Electronics, or Business Administration.

2. Students working for a Certificate of Proficiency in a specialized field.

3. Special students, not candidates for a degree or a Certificate of Proficiency, who seek advance knowledge in a specific topic.

ADMISSION REQUIREMENTS

Candidate for Degree

To qualify for admission as a candidate for the degree of Bachelor of Science, the prospective student must be acceptable to the Committee on Admissions, and his scholastic entrance requirements must comprise the completion of fifteen units of work in an accredited senior high school.

The student who wishes to enter La Salle College in the Evening Program should write to the Office of the Director for an application blank and a form on which his high school record is to be submitted; the latter is to be mailed directly from the office of the high school principal.

The high school record must show satisfactory attainment in fifteen units of study. Of these fifteen units, at least nine should be made up of the following:

History	1 unit
English (four years)	3 units
Mathematics	2 units
Natural Science	1 unit
Modern Foreign Language[1]	2 units

The remaining six units for applicants wishing to matriculate for the degree of Bachelor of Science in Chemistry or in Electronics may be from the following subjects: Biology, Chemistry, Civics, Economics, General Science, and History. Applicants registering for Business Administration may substitute Drawing, Manual Training, Bookkeeping, Stenography, and Commercial Law. Entrance credit is not allowed in subjects such as typing, penmanship, and physical education.

1 The two units must be in the same foreign language. An applicant may be admitted to the College even though he cannot meet the foreign language requirement; but he must, however, take the equivalent of two years of modern foreign language in his college program.

Certificate of Proficiency

Applicants who have reached their twenty-first year and who have had sufficient business experience to warrant their carrying on the work will be admitted to the school upon the recommendation of the Faculty Interviewer. It is recommended that applicants who have not reached their twenty-first year be a graduate of an approved senior high school.

Special Students

Adults are permitted to take any course offered by the College without reference to a degree or a certificate and with a minimum of admission detail, provided they can satisfy the Committee on Admissions that they are qualified to carry such courses. The adult student who is not interested in working toward a degree or a certificate is classified as a special student. Special students are not subject to course prerequisite requirements.

Certificate and special students may transfer to the status of degree candidacy upon the submission of credentials that meet the requirements for general college admission. However, the College reserves the right to accept or reject toward degree credit any course taken by the candidate while a certificate or a special student.

If an applicant has in mind, even remotely, the possibility of working for a degree and if he has not fulfilled the requirements for general college admission, he should consult with the Director of the Evening Program before starting his work as a certificate or special student.

Admission of Veterans

Veterans are admitted to the first year class on the same general basis as non-veterans. However, due weight is given to the prospective student's military experience, which may be sufficient to overcome deficiencies in his high school record. The veteran follows the same application procedure as the non-veteran but must submit, in addition, a certificate of eligibility from the Veterans Administration.

The deadline for most veterans starting a course of education is July 25, 1951, or four years after a veteran's discharge, whichever is later; however, it must be completed by July 25, 1956. Most veterans are subject to the 1951 and 1956 cut-off dates, but there are the following exceptions:

1. Veterans discharged after July 25, 1947, have four years from the date of discharge in which to begin their training under the G.I. Bill. However, they must complete it by June 25, 1956.

2. Veterans who enlisted or re-enlisted under the Armed Forces Voluntary Recruitment Act (between October 6, 1945, and October 5, 1946) are not bound by either deadline. Instead, they have four years from the end of that enlistment or re-enlistment period in which to start, and nine years from that time in which to complete their course of training.

Admission with Advanced Standing

La Salle College will admit a student who has attended another college provided that his scholastic record is satisfactory in every respect. A student desiring to transfer to La Salle from another college follows the same general procedure as an entering first year man, except that a transcript of his previous college work must be submitted with his application. No credit will be allowed for non-quality point grades nor for less than a year's work in the case of a two-term course. Credit will be allowed only for those courses which correspond to the curriculum of the Evening Program. Veteran applicants shall be allowed advanced standing for courses pursued during the period of military training, provided that these courses approximate the content of the courses offered in the Evening Program and are not of a vocational or technical nature. All transfer students must comply with the Evening Program Residence Requirements.

Residence Requirements

Every candidate for the degree of Bachelor of Science or for the Certificate of Proficiency must fulfill the residence requirements of satisfactorily completing 48 consecutive semester credit hours of work in the Evening Program of La Salle College immediately preceding the date of his graduation, with the further provision that at least 16 of these credits be in the candidate's major field.

REGISTRATION

General

Students shall register for each term in accordance with the registration schedule as set forth on the official calendar shown on page 2 of this bulletin.

Registration after the scheduled time must be approved by the Office of the Director and shall, if approved, be considered as a late registration subject to a fee.

The rostering of courses shall be done under the direction of the Director of the Evening Program or of the Course Advisers.

No student is officially enrolled in any course until he has given the instructor a course card stamped by the Bursar's Office. The Bursar's Office will be open Monday through Friday evenings from 7:00 to 9:30 P.M. during the regular registration period. It is the obligation of the student to obtain the Bursar's receipt for admittance into class.

ROSTER HOUR REQUIREMENT

Candidates for the degree of Bachelor of Science are required to carry the full roster in course of twelve (12) semester hours of credit per term.

Candidates for the Certificate of Proficiency must carry a minimum of eight (8) semester hours of credit per term.

Under no circumstances will a student be permitted to carry more than fifteen semester hours of credit.

Any deviation from the above regulations must be approved by the Office of the Director.

CHANGE IN COURSE

Students are advised not to deviate from the curriculum of their major field of study. If changes are desired, written permission must be obtained from the Office of the Director.

A change in courses may not be made after the completion of the second week of class.

Any student who drops a course without the permission of the Director will be given a failure in the course.

ATTENDANCE

Students are expected to attend all sessions of the classes in which they are registered. Attendance will be checked from the first meeting of the class, regardless of the date on which the class card is presented. No absences will be officially excused. To provide for illnesses and legitimate engagements, the student is permitted a certain number of absences (cuts) within the limits of a given term. It should be clearly understood that the absences allowed are for cases of emergency. Cuts taken for occasions other than emergencies may be costly. The number of absences permitted in each term equals twice the number of class periods taken per week in each course. If, for instance, a class meets four times a week, the student is allowed eight absences per term for that course. Your attention is directed to the fact that all Evening Program course sessions are two periods in length per evening.

A student who is absent to excess shall be dropped from the class roll and shall be given a grade of "F." Cumulative absences of more than two weeks in any course shall be regarded as excessive. All legitimate absences should be reported as such to the various instructors. At the discretion of the instructor, students may be allowed to make up omitted work caused by absences.

EXAMINATIONS

The last week of each term is set apart for final examinations. La Salle College reserves the right to extend the examination time beyond the period of one week. Where an extension is necessary, the student body shall be notified well in advance of the examinations. Other examinations are given at the mid-term and also at the discretion of the instructor.

Final examinations are conducted only during the regularly scheduled period.

No credit will be given for any subject until the final examination is successfully passed.

Any student who, because of serious illness or of unavoidable absence from town on business, is unable to take the final examination as scheduled must apply at the Office of the Director at least one week before the scheduled examination for permission to take a make-up examination. Make-up examinations are subject to a fee.

Students should make no outside engagements during the whole examination period.

DEFICIENCIES

No condition or re-examinations are given. To remove an "incomplete," a student must complete his work under the supervision of his instructor. He should not receive a grade higher than C unless he presents reasons which indicate that the cause of the incompletion was beyond his control. A student whose final grade in a course is F must repeat the course. No student will be graduated with an F grade on his record.

GRADES

A progress report on each student is submitted to the Office of the Director at the middle of each term. Permanent records are made only of the final course grades; attendance, recitations, written examinations, and the final examination are considered in determining the final course grade.

Grades are recorded in alphabetic symbols as follows: A indicates excellent work; B indicates superior work; C indicates satisfactory work; D indicates work that is inferior but of a passing grade; F indicates failure and that the course must be repeated; I indicates an incomplete program and that certain course assignments, tests, final examinations, etc., have not been performed or taken by the student; W indicates that the student withdrew from the course before the end of the term.

An average grade of C is required for graduation. To determine such average the following system is employed. The grade of A for a 4 semester credit hours course equals 12 quality points; a B grade for the same course is equal to 8 quality points. C for a 4 semester credit hours course is equal to 4 quality points. No quality points are allowed for a D grade.

The minimum requirements for the degree of Bachelor of Science are 120 semester credit hours and 120 quality points; for the Certificate of Proficiency, 64 semester credit hours and 64 quality points.

WITHDRAWAL

A student who withdraws from the Evening Program is requested to submit a written statement to that effect to the Office of the Director. The date of filing the notice of withdrawal shall be considered, in all cases, the date of actual withdrawal. A student who withdraws without notice will be given a grade of "F."

THE SCHOLASTIC YEAR

The scholastic year is divided into two full terms of eighteen weeks each, exclusive of holiday and vacation periods. Evening students are required to attend four forty-five minute periods per subject per week for thirty-six weeks, which is the time equivalent of a standard scholastic year of thirty-two weeks.

THE COLLEGE GUIDANCE SERVICE

The College Guidance service provides a wide variety of tests and other means of measuring the aptitudes and interests of the students at La Salle so that each may take advantage of every means of resolving vocational and personal problems that may arise during his college career. The Service is administered by trained psychologists and is available to all students.

THE COLLEGE PLACEMENT SERVICE

The College maintains a placement service for the purpose of keeping its students advised of trends and opportunities in the various fields of employment and of placing them in suitable employment at the time of graduation. The Placement Office, located in Leonard Hall, is open daily, except Saturday, from 8:30 A.M. to 5:00 P.M.

ACTIVITIES AND ORGANIZATIONS

THE STUDENT CONGRESS

The Student Congress of the La Salle College Evening Program acts as the official representative of the student body in its relations with the administration and faculty of the College in matters related to extra-curricular activities and student welfare.

The Student Congress consists of the elected representatives of the various course sections, who vote on all matters brought before the Congress.

In general, its purpose is to cultivate, promote and manage all social and other affairs conducted for the benefit of the entire student body; to promote the general welfare of the students and of La Salle College; and to act as an advisory body between the students and the administration.

ACADEMIC AND SOCIAL ORGANIZATIONS

Although it is recognized that evening students are primarily concerned with their studies, La Salle College hopes that they will participate in extra-curricular activities.

A number of activities are held throughout the year in which both day and evening students participate. As students they have special opportunities to attend various social and athletic events.

Student groups, whether organized for social, academic, athletic, or religious purposes, are an integral part of a well balanced collegiate program. La Salle College recognizes this and provides opportunities for the wholesome development of social relationships that accord with the Christian ideals of the College. All organizations must be approved by the College faculty and each must include an adviser who is a member of the faculty. A satisfactory academic standing and an interest in the affairs of the organization are the general requisites for membership.

The following clubs, fraternities and societies are represented on the campus:

Adoration Society (Religious Activities)
Accounting Association
Alpha Epsilon Honor Society (Scholastic Achievement)
Alpha Epsilon Delta (National Premedical Honor Society)
Caisson Club (R.O.T.C.)
Chymian Society (Chemistry)
Circolo Lasalliano (Italian)

Doernenburg Society (German)
Economics Club
El Club Hispano (Spanish)
Fabrician Society (Premedical)
Gavel Society (Debate)
Glee Club
Herbert S. Weber Society (English Literature)
International Relations Club
Interracial Council
La Salle Theatre
Le Cercle Claudel (French)
Les Chevaliers De La Salle (French)
Marketing Association (Affiliated with the American Marketing Association)
National Federation of Catholic Colleges
Newtonian Society (Physics)
Out-of-Towners Club
Philosophy Club
Photography Club
Pi Delta Phi (National French Honor Society)
Podium Society (Music)
Praefectus Club (Varsity Athletic Managers)
Radio Club (Electronics)
Sigma Beta Kappa (National Catholic Social Fraternity)
Social Science Club
Society for the Advancement of Management (Industry)
Varsity Club (Athletics)

PUBLICATIONS

The major student publications of the College are the *La Salle Collegian* and the *Explorer*. The former is the weekly newspaper, which serves both as a workshop for students interested in journalism and as a vehicle for disseminating information to the student body. The latter is the yearbook published by the members of the graduating class to serve as a record of college life and of the outstanding events of the year.

ATHLETICS

La Salle College supports a limited program of intramural and intercollegiate athletics that is designed to meet the needs and serve the best interests of the entire student body.

Facilities are provided so that all interested students can participate in intramural touch football, basketball, tennis, baseball, softball, volleyball, and swimming. In addition, intercollegiate basketball, baseball, tennis, track, crew, swimming, soccer, and golf teams are maintained.

RELIGIOUS ACTIVITIES

The Chapel of La Salle College provides a convenient center both for personal meditation and for group worship. Its facilities

and the services of the College Chaplain are available to the student body at all times. Holy Mass is offered every morning before the first class. In addition, the College marks special events by observances such as the Mass of the Holy Ghost at the beginning of the school year, and each student is given the opportunity of making a retreat with the members of his class.

There is also a student organization, the *Adoration Society*, which provides an opportunity for students to show special devotion to the Blessed Sacrament by maintaining a continuous student vigil of prayer in the College Chapel during class hours.

EXPENSES

TUITION, FEES, AND OTHER CHARGES

La Salle College reserves the right to amend or add to the below listed obligations at any time and to make such changes applicable to students at present in the school as well as to new students.

A General Fee of $10.00 per term is charged to each student in the Evening Program for the use of the Library, subscription to student publications, athletic privileges, and examination supplies.

Each student is required to complete his course registration within the period as set forth in the calendar of this bulletin. A student who fails to do so may complete his registration only with the approval of the Director and upon payment of a fee of five dollars.

A matriculation fee of five dollars is charged each student entering the College as a candidate for a Degree. The matriculation fee is payable once.

All students shall at the time of registering for each term pay a registration fee of five dollars.

All students are expected to take their examinations during the regular examination period. Students failing to do so may take the examination at a later date upon paying a fee of two dollars an examination.

The late fees and other penalties as outlined above are to defray the expenses involved and to discourage indifference toward regulations.

The cost of books and other equipment, not included under fees but procured under the facilities of the College, shall be paid at the time of purchase.

Veterans who are certified by the Veterans Administration for educational benefits under Public Law 346 shall receive tuition, fees, and books as provided for by these laws.

The table given below lists the ordinary expenses. The cost of books and other incidental supplies is not included.

Tuition, per term

For all courses, except where a special fee is fixed, per semester credit hour $10.00

Registration Fee (per term, all students) 5.00

General Fee, per term:

Full-time Students (12 semester credit hours) 10.00
Part-time Students 5.00
Matriculation Fee, payable once (Candidate for Degree) 5.00

Special Fees:

Science Laboratory Fee (each course) 5.00
Breakage Deposit Fee (Chemistry) per course 2.00
Late Registration Fee 5.00
Late Examination Fee, per examination 2.00
Graduation Fee:
Bachelor of Science degree 25.00
Certificate of Proficiency 10.00

Estimated Average Expenses for Each Term

	Degree	Certificate
Tuition	$120.00[1]	$ 80.00[2]
General Fee	10.00	5.00
Registration Fee	5.00	5.00
Books and Supplies	15.00	10.00
	$150.00	$100.00

1 A degree student is required to take a minimum of 12 semester credits per term.

2 A certificate student is required to take a minimum of 8 semester credits per term. However, he may reduce his program in number of years by taking 12 semester credits per term.

FINANCIAL ARRANGEMENTS

Regulations

All tuition, fees, and other expenses are to be paid within ten (10) days after the beginning of the current term, or an arrangement must be made with the Bursar of the College within the same period for the establishment of a deferred payment plan. The Bursar of the College issues and makes all adjustments on all student bills. Tuition and fee bills are mailed to the address indicated on the student's registration card. Each student is responsible for receiving his own bill. If a tuition bill is not received within ten (10) days after registration, the student should apply at the Bursar's office for a duplicate.

Deferred Payments

Provision is made under a deferred payment plan for evening students who may have difficulty in meeting their total expenses in advance. The student is required to enter into a contract[1] whereby he agrees to pay his tuition in five (5) equal installments per term. Under this agreement, his total General Fee, Registration Fee, Matriculation Fee, and one-fifth of his total tuition expense must be paid within ten (10) days after the beginning of the current term.

A fee of $5.00 per term is charged for servicing deferred payment accounts. This fee is payable at the time of signing the contract. If the total tuition expense is paid within sixty days of signing the agreement the deferred payment fee will be refunded.

Refunds

Students who withdraw from the College or from a part of their program of studies for a satisfactory reason before the end of the fifth week of the term may request a refund of tuition. The request for refund must be made at the time of withdrawal. The official withdrawal form must be filled out at the Office of the Director.

Matriculation, Registration, and General Fees are not refunded. If a satisfactory reason for withdrawal is given, the charge for tuition will be revised according to the following schedule: If the period of

1 In all instances where a deferred payment plan is requested, the student or, if he is a minor, his parent must sign a note for the unpaid balance and the signer will be strictly responsible for making payments when due.

The privilege of dividing payments is not to be construed as an arrangement whereby a student may contract for less than a full term of work in the courses for which he registers or be relieved of any part of his tuition obligation.

attendance is two weeks or less, 80 per cent is refunded; between two and three weeks, 60 per cent; between three and four weeks, 40 per cent; between four and five weeks, 20 per cent. If a student attends more than five weeks, no refund is made. Students who are requested to withdraw because of disciplinary action will not be given a refund of tuition.

Obligations

No student who is delinquent in the payment of tuition or other fees or against whom the College holds record of indebtedness will be given a diploma of graduation, a certificate, or a transcript of record until such indebtedness has been paid. A student who owes tuition or other fees at the close of the term will not be permitted to take his term examinations or to receive credit for that term.

PROGRAMS OF STUDY

La Salle College is committed to the development and to the administration of a program which, in keeping with its objective, teaches the Catholic philosophy of life, develops the intellectual faculties, instills the cultural heritage of our western civilization, and provides the technical knowledge necessary in the modern economic world.

The program is not designed to prepare men for a particular job in a specific industry. Training in the details of a particular position must come from the developed intellectual faculties, from experience, and from the proper application of an intelligent analysis of the circumstances surrounding these activities. The training of men for a place in modern industry, must, therefore, possess the depth of life itself in its motives, social obligations, and aspirations.

The program is designed to cause the student to become acquainted with the whole life under the principles of a Catholic culture. It includes, but it is not restricted to the technical subjects which are the ultimate source of a livelihood. The student is introduced to the principles of the whole life and to the means of the super-natural life through required courses in literature, government, history, sociology, philosophy, psychology, and religion, so that he may emerge from his formal education possessing within his own mind and spirit, the faculty of judgment, of clear-sightedness, of wisdom, of philosophical reach of mind, and of intellectual self-possession and repose, the tools without which no ambitious man can be properly equipped for life and with which his whole attitude towards the modern world may be more secure and his attainment of the Kingdom of God more assured.

Before a student is graduated from La Salle College he must demonstrate that he has mastered the important concepts and techniques of his field of specialization and that he appreciates the relationship of his field of specialization to the whole field of knowledge.

The Evening programs of study are outlined for each year. They have been carefully selected and they are considered to be basic for the preparation for business and for a more successful and socially useful life.

Candidates for the Bachelor of Science degree and those students following a program leading to the Certificate of Proficiency are required to take the courses as outlined by term and year. Courses specifically listed must be taken to meet the requirements for gradua-

tion. Students are encouraged to consult at any time with the Director of the Evening Program or with members of the faculty concerning the choice of a major field, elective courses, or any other problem that they may have.

DEGREE AND CERTIFICATE REQUIREMENTS

Bachelor of Science Degree

Upon the recommendation of the Faculty Committee, the President of La Salle College will confer the degree of Bachelor of Science upon those candidates who have satisfied the scholastic admission requirements of the College and who have completed successfully* 120 semester credit hours of work in accordance with the outlined program of their major field of study.

Programs of study leading to either the degree of Bachelor of Science or the Certificate of Proficiency are available in the following fields:

Commerce

Accounting	Economics
Finance	General Business
Insurance	Marketing

Industry

Industrial Relations — Industrial Management

Production Management

Science

Chemistry — Electronics

Certificate of Proficiency

La Salle College will grant a Certificate of Proficiency to any student officially accepted and registered as a candidate for such who has successfully* completed 64 semester credit hours of work in a specialized field.

The certificate program is intended for students who wish to spend at the College not more than three years in the evening and who desire a course of study that will assist them in their particular field.

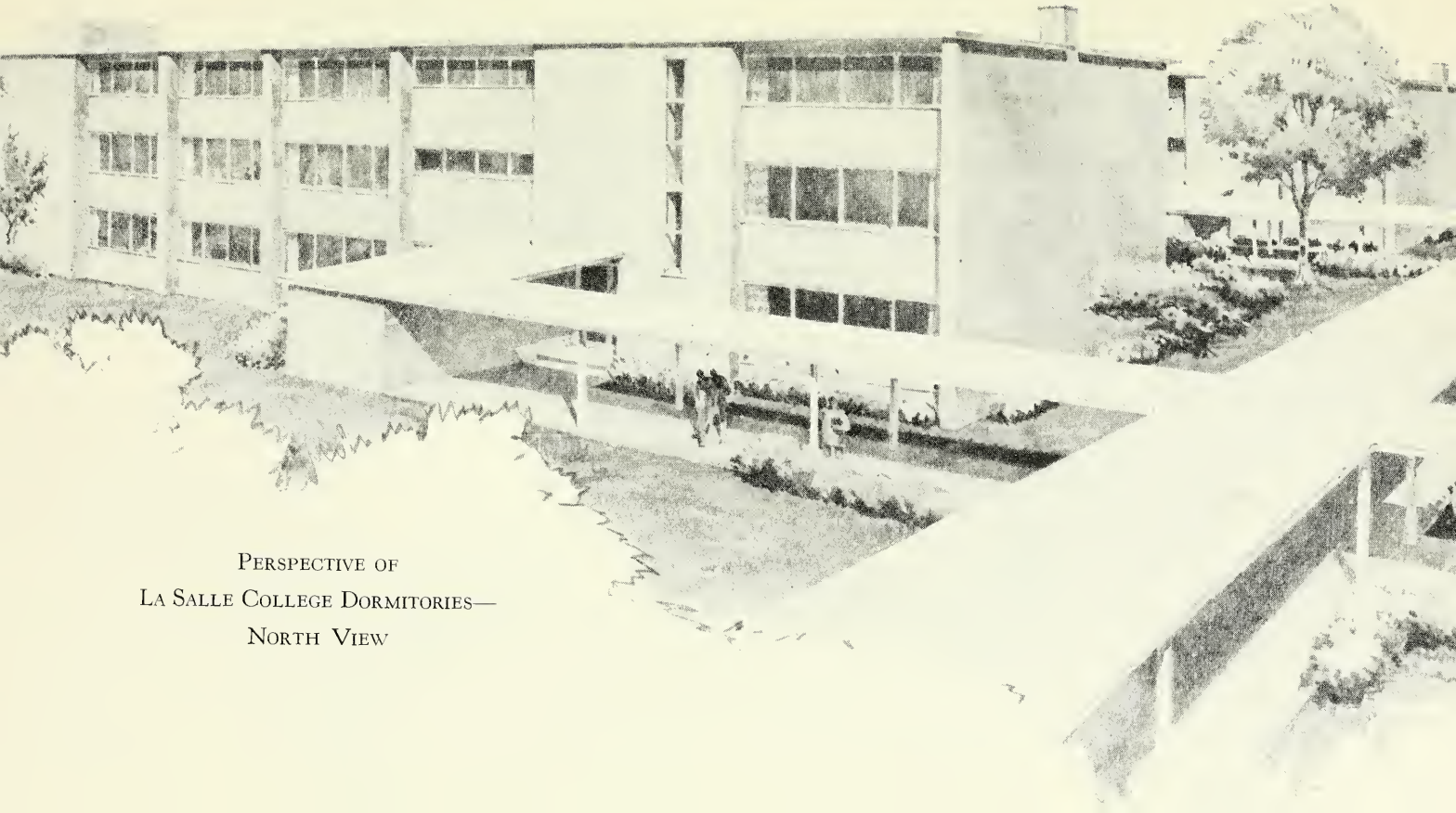
Candidates for the certificate are required to complete three courses in English Composition.

* See page 21 under the heading of "Grades."

PROGRAMS OF STUDY

COMMERCE

- Accounting
- Economics
- Finance
- General Business
- Insurance
- Marketing



Perspective of
La Salle College Dormitories—
North View

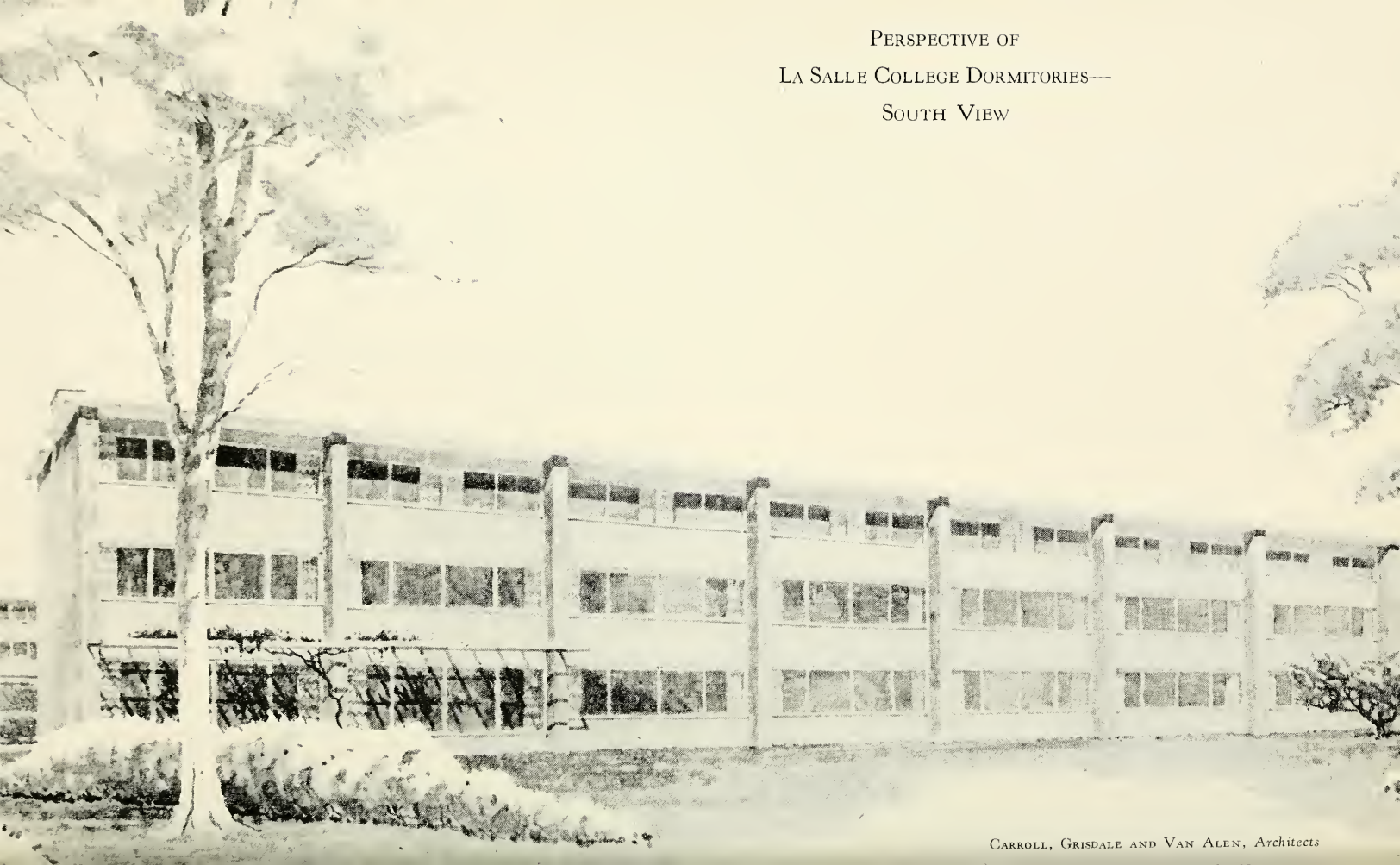


New Library Building.



ED IN SEPTEMBER 1952.

SIMON AND BOULWARE, *Architects.*



Perspective of
La Salle College Dormitories—
South View

Carroll, Grisdale and Van Alen, *Architects*

PROGRAMS OF STUDY

ACCOUNTING

FIRST YEAR

		Sem. Crs.
*Eng. 1	Introductory Course in Composition	4
*Acct. 1	Introduction to Principles of Accounting	4
*B.L. 1	Law of Contracts	4
Lang. 1	Elementary Language	4
Ind. 1	Principles of Business Organization	4
Econ. 1	Principles of Economics	4

SECOND YEAR

Lang. 2	Intermediate Language	4
*Acct. 2	Application of Principles of Accounting	4
*Fin. 1	Money and Banking	4
*Eng. 2	Advanced Composition	4
*Acct. 3	Elementary Cost Accounting	4
Phil. 1	Logic	4

THIRD YEAR

*Eng. 3	Oral Composition	4
Hist. 1	History of Civilization—Part 1	4
*Acct. 4	Intermediate Accounting	4
Soc. 1	Introductory Course in Sociology	4
*Acct. 5	Auditing	4
Fin. 2	Corporation Finance (see footnote 1)	4

FOURTH YEAR

Eng. 5	Survey of English Literature	4
*Acct. 6 *Acct. 7	Advanced Cost Accounting, or Advanced General Accounting	4
*B.L. 2	Law of Negotiable Instruments (see footnote 1)	4
Gov. 1	The Science of Government	4
*Acct. 11 *Fin. 6	Specialized Accounting, or Budgetary Control	4
Hist. 2	History of Civilization—Part 2	4

FIFTH YEAR

Eng. 6	Survey of American Literature	4
*B.L. 4	Law of Business Associations (see footnote 1)	4
*Acct. 8	Income Taxes	4
Phil. 3	Ethics	4
Phil. 2	Philosophy of Nature	4
*Acct. 9 *Ind. 11	Advanced Accounting Problems, or Methods and Procedures	4

1. While we recommend the courses indicated, you may elect any course from the following fields: Accounting, Business Law, Economics, Finance, Industry, Insurance, Marketing, or Statistics. Business Law 2, 3, and 4, are recommended as a preparation for the State Board Examination in Accounting. Accounting 6 and Industry 11 are recommended for students majoring in industrial accounting. All electives are subject to the prerequisite requirements.

* Course requirements for the Certificate of Proficiency in Accounting.

ECONOMICS

FIRST YEAR

		Sem. Crs.
Eng. 1	Introductory Course in Composition	4
Acct. 1	Introduction to Principles of Accounting	4
B.L. 1	Law of Contracts	4
Lang. 1	Elementary Language	4
Ind. 1	Principles of Business Organization	4
Econ. 1	Principles of Economics	4

SECOND YEAR

Lang. 2	Intermediate Language	4
Econ. 2	Economic Problems	4
Fin. 1	Money and Banking	4
Eng. 2	Advanced Composition	4
Hist. 1	History of Civilization—Part 1	4
Phil. 1	Logic	4

THIRD YEAR

Eng. 3	Oral Composition	4
Ins. 1	Principles of Insurance	4
Econ. 3	American Economic History	4
Soc. 1	Introductory Sociology	4
Econ. 6	Labor Problems in America	4
Fin. 2	Corporation Finance (see footnote 1)	4

FOURTH YEAR

Gov. 1	The Science of Government	4
Stat. 1	Business Statistics	4
Fin. 3	Investment Principles and Securities Analysis (see footnote 1)	4
Eng. 5	Survey of English Literature	4
Fin. 6	Budgetary Control (see footnote 1)	4
Hist. 2	History of Civilization—Part 2	4

FIFTH YEAR

Eng. 6	Survey of American Literature	4
Econ. 4	History of Economic Thought	4
Hist. 5	Constitutional History of the United States	4
Phil. 3	Ethics	4
Phil. 2	Philosophy of Nature	4
Econ. 5	Contemporary Economic Systems	4

1. While we recommend the course indicated, you may elect any course from the following fields: Finance, Industry, Insurance or Marketing. All electives are subject to the prerequisite requirements. A program of study leading to the Certificate of Proficiency in Economics is not offered.

FINANCE

FIRST YEAR

		Sem. Crs.
*Eng. 1	Introductory Course in Composition	4
*Acct. 1	Introduction to Principles of Accounting	4
*B.L. 1	Law of Contracts	4
Lang. 1	Elementary Language	4
*Ind. 1	Principles of Business Organization	4
Econ. 1	Principles of Economics	4

SECOND YEAR

Lang. 2	Intermediate Language	4
*B.L. 2	Law of Negotiable Instruments	4
*Fin. 1	Money and Banking	4
*Eng. 2	Advanced Composition	4
*Ins. 1	Principles of Insurance (see footnote 1)	4
Phil. 1	Logic	4

THIRD YEAR

*Eng. 3	Oral Composition	4
Hist. 1	History of Civilization—Part 1	4
*Fin. 2	Corporation Finance	4
Gov. 1	The Science of Government	4
*Stat. 1	Business Statistics	4
*Fin. 3	Investment Principles and Securities Analysis	4

FOURTH YEAR

Eng. 5	Survey of English Literature	4
*B.L. 4	Law of Business Associations (see footnote 1)	4
Hist. 2	History of Civilization—Part 2	4
Soc. 1	Introductory Sociology	4
*Fin. 6	Budgetary Control	4
*Fin. 4	Stock Markets	4

FIFTH YEAR

Eng. 6	Survey of American Literature	4
Econ. 2	Economic Problems	4
*Fin. 5	International Money Markets	4
Phil. 3	Ethics	4
Phil. 2	Philosophy of Nature	4
Econ. 3	American Economic History	4

1. While we recommend the course indicated, you may elect any course from the following fields: Accounting, Business Law, Economics, Finance, Industry, Insurance, Marketing, or Statistics. All electives are subject to the prerequisite requirements.

* Course requirements for the Certificate of Proficiency in Finance.

GENERAL BUSINESS

FIRST YEAR

		Sem. Crs.
*Eng. 1	Introductory Course in Composition	4
*Acct. 1	Introduction to Principles of Accounting	4
*B.L. 1	Law of Contracts	4
Lang. 1	Elementary Language	4
*Ind. 1	Principles of Business Organization	4
Econ. 1	Principles of Economics	4

SECOND YEAR

Lang. 2	Intermediate Language	4
Hist. 1	History of Civilization—Part 1	4
*Fin. 1	Money and Banking	4
*Eng. 2	Advanced Composition	4
*Ins. 1	Principles of Insurance	4
Phil. 1	Logic	4

THIRD YEAR

*Eng. 3	Oral Composition	4
*B.L. 2	Law of Negotiable Instruments (see footnote 1)	4
*Ind. 2	Industrial Management	4
Gov. 1	The Science of Government	4
*Ins. 4	Casualty Insurance (see footnote 1)	4
Hist. 2	History of Civilization—Part 2	4

FOURTH YEAR

Eng. 5	Survey of English Literature	4
*B.L. 4	Law of Business Associations (see footnote 1)	4
*Fin. 2	Corporation Finance	4
Soc. 1	Introductory Sociology	4
*Mark. 1	Principles of Marketing	4
Econ. 3	American Economic History	4

FIFTH YEAR

Eng. 6	Survey of American Literature	4
*Stat. 1	Business Statistics	4
*Ind. 3	Industrial Relations and Personnel Management (see footnote 1)	4
Phil. 3	Ethics	4
Phil. 2	Philosophy of Nature	4
Fin. 3	Investment Principles and Securities Analysis (see footnote 1)	4

1. While we recommend the course indicated, you may elect any course from the following fields: Accounting, Business Law, Economics, Finance, Industry, Insurance, Marketing or Statistics. All electives are subject to the prerequisite requirements.

* Course requirements for the Certificate of Proficiency in General Business.

INSURANCE

FIRST YEAR

		Sem. Crs.
*Eng. 1	Introductory Course in Composition	4
*Acct. 1	Introduction to Principles of Accounting	4
*B.L. 1	Law of Contracts	4
Lang. 1	Elementary Language	4
*Ins. 1	Principles of Insurance	4
Econ. 1	Principles of Economics	4

SECOND YEAR

Lang. 2	Intermediate Language	4
*B.L. 2	Law of Negotiable Instruments	4
*Acct. 2	Application of Principles of Accounting	4
*Eng. 2	Advanced Composition	4
*Ins. 2	Principles of Life Insurance	4
Phil. 1	Logic	4

THIRD YEAR

*Eng. 3	Oral Composition	4
Hist. 1	History of Civilization—Part 1	4
*Fin. 1	Money and Banking	4
Soc. 1	Introductory Sociology	4
*Ins. 3	Fire and Marine Insurance	4
*B.L. 3	Law of Personalty	4

FOURTH YEAR

Gov. 1	The Science of Government	4
*Ins. 4	Casualty Insurance	4
Fin. 3	Investment Principles and Securities Analysis	4
Eng. 5	Survey of English Literature	4
*Stat. 1	Business Statistics	4
Hist. 2	History of Civilization—Part 2	4

FIFTH YEAR

Eng. 6	Survey of American Literature	4
*Ins. 5	Social Insurance	4
*Acct. 8	Income Taxes	4
Phil. 3	Ethics	4
Phil. 2	Philosophy of Nature	4
Econ. 3	American Economic History (see footnote 1)	4

1. While we recommend the course indicated, you may elect any course from the following fields: Accounting, Business Law, Economics, Finance, Industry, or Marketing. All electives are subject to the prerequisite requirements.

* Course requirements for the Certificate of Proficiency in Insurance

MARKETING

FIRST YEAR

		Sem. Crs.
*Eng. 1	Introductory Course in Composition	4
*Acct. 1	Introduction to Principles of Accounting	4
*B.L. 1	Law of Contracts	4
Lang. 1	Elementary Language	4
*Ind. 1	Principles of Business Organization	4
Econ. 1	Principles of Economics	4

SECOND YEAR

Lang. 2	Intermediate Language	4
*Mark. 1	Principles of Marketing	4
*Fin. 1	Money and Banking	4
*Eng. 2	Advanced Composition	4
Phil. 1	Logic	4
*B.L. 3	Law of Personalty	4

THIRD YEAR

*Eng. 3	Oral Composition	4
*Mark. 2	Retail Merchandising	4
Hist. 2	History of Civilization—Part 2	4
Soc. 1	Introductory Sociology	4
*Mark. 3	Salesmanship	4
Psych. 1	Psychology of Adjustment	4

FOURTH YEAR

Eng. 5	Survey of English Literature	4
Hist. 1	History of Civilization—Part 1	4
*Ind. 10	Procurement and Materials Control	4
Gov. 1	The Science of Government	4
Econ. 2	Economic Problems	4
*Mark. 4	Sales Administration	4

FIFTH YEAR

Eng. 6	Survey of American Literature	4
*Stat. 1	Business Statistics	4
*Mark. 5	Advertising	4
Phil. 3	Ethics	4
Phil. 2	Philosophy of Nature	4
*Mark. 6	Market Research and Analysis	4

All electives are subject to the prerequisite requirements.
* Course requirements for the Certificate of Proficiency in Marketing.

PROGRAMS OF STUDY

INDUSTRY

- Industrial Relations
- Industrial Management
- Production Management

INDUSTRIAL MANAGEMENT

FIRST YEAR

		Sem. Crs.
*Eng. 1	Introductory Course in Composition	4
*Acct. 1	Introduction to Principles of Accounting	4
*B.L. 1	Law of Contracts	4
Lang. 1	Elementary Language	4
*Ind. 1	Principles of Business Organization	4
Econ. 1	Principles of Economics	4

SECOND YEAR

Lang. 2	Intermediate Language	4
Econ. 2	Economic Problems (see footnote 1)	4
*Fin. 1	Money and Banking	4
*Eng. 2	Advanced Composition	4
Phil. 1	Logic	4
*Ind. 2	Industrial Management	4

THIRD YEAR

*Eng. 3	Oral Composition	4
Hist. 1	History of Civilization—Part 1	4
*Ind. 3	Industrial Relations and Personnel Management	4
Gov. 1	The Science of Government	4
*Ind. 4	Systematic Motion and Time Study	4
Psych. 1	Psychology of Adjustment	4

FOURTH YEAR

Soc. 1	Introductory Sociology	4
*Mark. 1	Principles of Marketing	4
*Ind. 10	Procurement and Materials Control	4
Eng. 5	Survey of English Literature	4
*Ind. 7	Production Control	4
Hist. 2	History of Civilization—Part 2	4

FIFTH YEAR

Eng. 6	Survey of American Literature	4
*Stat. 1	Business Statistics	4
*Fin. 2	Corporation Finance (see footnote 1)	4
Phil. 3	Ethics	4
Phil. 2	Philosophy of Nature	4
*Ind. 11	Methods and Procedures	4

1. While we recommend the course indicated, you may elect any course from the following fields: Finance, Industry, Insurance, or Marketing. All electives are subject to the prerequisite requirements.

* Course requirements for the Certificate of Proficiency in Industrial Management.

INDUSTRIAL RELATIONS

FIRST YEAR

		Sem. Crs.
*Eng. 1	Introductory Course in Composition	4
*Acct. 1	Introduction to Principles of Accounting	4
*B.L. 1	Law of Contracts	4
Lang. 1	Elementary Language	4
*Ind. 1	Principles of Business Organization	4
Econ. 1	Principles of Economics	4

SECOND YEAR

Lang. 2	Intermediate Language	4
*Econ. 6	Labor Problems in America	4
*Fin. 1	Money and Banking	4
*Eng. 2	Advanced Composition	4
Phil. 1	Logic	4
*Ind. 2	Industrial Management	4

THIRD YEAR

*Eng. 3	Oral Composition	4
Hist. 1	History of Civilization—Part 1	4
*Ind. 3	Industrial Relations and Personnel Management	4
Soc. 1	Introductory Sociology	4
*Ind. 4	Systematic Motion and Time Study	4
Psych. 1	Psychology of Adjustment	4

FOURTH YEAR

Eng. 5	Survey of English Literature	4
*Ind. 6	Labor Legislation	4
Hist. 2	History of Civilization—Part 2	4
Gov. 1	The Science of Government	4
*Stat. 1	Business Statistics	4
*Ind. 12	Compensation Methods and Job Evaluation	4

FIFTH YEAR

Eng. 6	Survey of American Literature	4
Econ. 2	Economic Problems	4
*Ind. 13	Collective Bargaining	4
Phil. 3	Ethics	4
Phil. 2	Philosophy of Nature	4
*Ind. 11	Methods and Procedures	4

All electives are subject to the prerequisite requirements.
* Courses required for the Certificate of Proficiency in Industrial Relations.

PRODUCTION MANAGEMENT

FIRST YEAR

		Sem. Crs.
*Eng. 1	Introductory Course in Composition	4
*Acct. 1	Introduction to Principles of Accounting	4
*B.L. 1	Law of Contracts	4
Lang. 1	Elementary Language	4
*Ind. 1	Principles of Business Organization	4
Econ. 1	Principles of Economics	4

SECOND YEAR

Lang. 2	Intermediate Language	4
*Acct. 2	Application of Principles of Accounting	4
*Fin. 1	Money and Banking	4
Eng. 2	Advanced Composition	4
*Acct. 3	Elementary Cost Accounting	4
*Ind. 2	Industrial Management	4

THIRD YEAR

*Eng. 3	Oral Composition	4
*Ind. 4	Systematic Motion and Time Study	4
*Ind. 3	Industrial Relations and Personnel Management	4
Soc. 1	Introductory Sociology	4
Hist. 1	History of Civilization—Part 1	4
*Ind. 10	Procurement and Materials Control	4

FOURTH YEAR

Eng. 5	Survey of English Literature	4
*Ind. 7	Production Control	4
Hist. 2	History of Civilization—Part 2	4
Gov. 1	The Science of Government	4
Phil. 1	Logic	4
*Ind. 8	Blueprint Reading and Plant Layout	4

FIFTH YEAR

Eng. 6	Survey of American Literature	4
Stat. 1	Business Statistics	4
*Ind. 12	Compensation Methods and Job Evaluation	4
Phil. 3	Ethics	4
Phil. 2	Philosophy of Nature	4
*Ind. 11	Methods and Procedures	4

All electives are subject to the prerequisite requirements.
* Course requirements for the Certificate of Proficiency in Production Management.

PROGRAMS OF STUDY

SCIENCE

- Chemistry
- Electronics

CHEMISTRY

FIRST YEAR

		Sem. Crs.
*Eng. 1	Introductory Course in Composition	4
*Phys. 1	General Physics—Part 1	4
*Math. 1	College Algebra	4
*Eng. 2	Advanced Composition	4
*Phys. 2	General Physics—Part 2	4
*Math. 2	Plane Trigonometry	4

SECOND YEAR

*Chem. 1	General Inorganic Chemistry—Part 1	4
Hist. 1	History of Civilization—Part 1	4
*Math. 3	Analytic Geometry	4
*Chem. 2	General Inorganic Chemistry—Part 2	4
Phil. 1	Logic	4
Hist. 2	History of Civilization—Part 2	4

THIRD YEAR

Eng. 3	Oral Composition	4
*Chem. 3	Organic Chemistry—Part 1	4
*Math. 4	Differential Calculus	4
Soc. 1	Introductory Sociology	4
*Chem. 4	Organic Chemistry—Part 2	4
*Math. 5	Integral Calculus	4

FOURTH YEAR

Eng. 5	Survey of English Literature	4
*Chem. 5	Elementary Analytical Chemistry	4
*Math. 6	Differential Equations	4
Gov. 1	The Science of Government	4
*Chem. 6	Advanced Analytical Chemistry	4
Econ. 1	Principles of Economics	4

FIFTH YEAR

Eng. 6	Survey of American Literature	4
*Chem. 7	Physical Chemistry—Part 1	4
Phil. 3	Ethics	4
Phil. 2	Philosophy of Nature	4
*Chem. 8	Physical Chemistry—Part 2	4
*Eng. 7	Technical Composition	4

* Course requirements for the Certificate of Proficiency in Chemistry.

ELECTRONICS

FIRST YEAR

		Sem. Crs.
*Eng. 1	Introductory Course in Composition	4
*Phys. 1	General Physics—Part 1	4
*Math. 1	College Algebra	4
*Eng. 2	Advanced Composition	4
*Phys. 2	General Physics—Part 2	4
*Math. 2	Plane Trigonometry	4

SECOND YEAR

*Phys. 3	Optics	4
Hist. 1	History of Civilization—Part 1	4
*Math. 3	Analytic Geometry	4
*Phys. 4	Electricity and Magnetism	4
Phil. 1	Logic	4
*Math. 4	Differential Calculus	4

THIRD YEAR

Eng. 3	Oral Composition	4
*Phys. 5	Introductory Course in Electronics	4
*Math. 5	Integral Calculus	4
Hist. 2	History of Civilization—Part 2	4
Soc. 1	Introductory Sociology	4
*Phys. 6	Electronic Circuits	4

FOURTH YEAR

Eng. 5	Survey of English Literature	4
*Phys. 7	Radio Communications—Part 1	4
*Math. 6	Differential Equations	4
Gov. 1	The Science of Government	4
*Phys. 8	Radio Communications—Part 2	4
Econ. 1	Principles of Economics	4

FIFTH YEAR

Eng. 6	Survey of American Literature	4
*Phys. 9	High Frequency	4
Phil. 2	Philosophy of Nature	4
Phil. 3	Ethics	4
*Phys. 10	Ultra High Frequency	4
*Eng. 7	Technical Composition	4

* Course requirements for the Certificate of Proficiency in Electronics.

DESCRIPTION OF COURSES

The courses listed below will be given in accordance with the outlined program of study and/or when there is a minimum enrollment of 15 students.

ACCOUNTING

Accounting 1. Introduction to Principles of Accounting.
One Term. 4 sem. crs.

The introductory courses in accounting are designed not only to introduce the elements of the field to the future public or industrial accountant, but also to acquaint the future business managers, engineers, investors, etc., with the mechanics of accounting and to give them an insight into the principles and practices of business. In this course mechanics of debit and credit, the methods of keeping accounting records, and preparing reports will be discussed in detail.

Accounting 2. Application of Principles of Accounting.
One Term. 4 sem. crs. Prerequisite, Accounting 1.

The object of this course is to expand the principles of accounting and to apply these principles to the three organizational methods of operating a business; individual proprietorship, partnership, and corporation. This course is designed for students preparing for business management as well as for those considering a professional career in accountancy. The principles introduced in the first course are given advanced treatment. Manufacturing accounts and controls, the valuation of assets, the creation of reserves and the analysis of statements are introduced.

Accounting 3. Elementary Cost Accounting.
One Term. 4 sem. crs. Prerequisite, Accounting 2.

Elementary Cost Accounting is designed to acquaint the student with the principal elements of production cost. The elements of production cost include materials, labor, and overhead. In accounting for these elements certain recognized cost systems have come into general use. These include the job cost or production order system, the process cost system, and the standard cost system. The elements of production cost are the same, irrespective of which system may be used in accounting for costs. Since the fundamental principles of accounting are applied in accounting for cost, a knowledge of such principles is a prerequisite to the study of Cost Accounting.

Accounting 4. Intermediate Accounting.
One Term. 4 sem. crs. Prerequisite, Accounting 2.

Intermediate Accounting takes up the accounting cycle where the elementary courses leave off, covering fully the principles of balance sheet valua-

tion and profit determination with greater emphasis on matters of theory throughout the entire course. The effects of recent legislation are taken into consideration in the discussions of capital stock accounts, treasury stock, capital stock, stated capital, and earned surplus and capital stock. The latest accounting procedures applicable to appraisals, depreciation, and appreciation, accounting for intangibles, stock dividends, and combined statements of income and earned surplus are discussed.

Accounting 5. Auditing.

One Term. 4 sem. crs. Prerequisite, Accounting 4.

Auditing is designed to give the student practical training in modern audit practices, emphasizing the principles and objectives sought in an audit. Emphasis is also placed upon the audit basis, the best audit standards, objective basis of reporting, the adoption of improved accounting standards, acquiring an intimate knowledge of business controls, professional ethics and legal liability.

Accounting 6. Advanced Cost Accounting.

One Term. 4 sem. crs. Prerequisites, Accounting 3 and 4.

Advanced Cost Accounting is especially designed for students intending to enter the field of industrial accounting. The course covers the economic, industrial engineering, and managerial aspects of cost accounting with emphasis on the budget as a basis for cost control, analysis of variances, specialized cost treatments, graphic charts, capacity costs and uniform methods.

Accounting 7. Advanced General Accounting.

One Term. 4 sem. crs. Prerequisite, Accounting 4.

Advanced General Accounting is outlined as a logical conclusion to the study of the principles of accounting with emphasis on such important specialized phases of accounting as partnership, insurance, subsidiaries, estates and trusts, foreign exchange, budgets, public utilities, stock brokerage and many others. Other features of the course are consolidated balance sheets, consolidated profit and loss, mergers, receiver's accounts, realization and liquidation, and financing.

Accounting 8. Income Taxes.

One Term. 4 sem. crs. Prerequisite, Accounting 2.

The primary purpose of Income Taxes is to give the student a true picture of the entire federal tax structure and to provide training in the application of the basic principles of tax problems. The course covers the following subjects: Individual returns, inclusions, exclusions and capital gain or loss applicable thereto; pay-as-you-go; withholdings; partnerships; corporations; social security tax, federal estate tax and federal gift tax.

Accounting 9. Advanced Accounting Problems.

One Term. 4 sem. crs. Prerequisite, Accounting 7.

Advanced Accounting Problems is designed to serve both as a rigid test of accounting ability and a presentation of facts and procedures encountered

by public accountants in actual practice. The problems covered include division of federal and state taxes, reorganization adjustments, statement of investment bankers, bank reorganization, consolidated financial statements, markup, reconstruction of books, recapitalization, income tax problems, and many others.

Accounting 10. Internal Auditing.

One Term. 4 *sem. crs. Prerequisite, Industry* 2, *Accounting* 4.

The purpose of this course is to give students who have had the required basic courses or training in the field of accounting and industry and who desire to enter the field of internal auditing an understanding of the internal auditing theory and practice and managerial control through internal auditing.

Accounting 11. Specialized Accounting.

One Term. 4 *sem. crs. Prerequisite, Accounting* 7.

Principles and practices of accounting for the financial operation of banks, building and loan associations, insurance companies, department stores, public utilities, railroads and governmental units; basic differences between accounting for these specialty organizations and for industrial and commercial enterprises; analysis of various funds, statements of operation, and financial position.

BUSINESS LAW

Business Law 1. Law of Contracts.

One Term. 4 *sem. crs.*

Law of Contracts is designed to introduce the student to the more common rules and principles governing business transactions, the rights and duties of individuals and the legal relationship of principal and agent.

Business Law 2. Law of Negotiable Instruments.

One Term. 4 *sem. crs. Prerequisite, Business Law* 1.

The first half of the course deals with the application of the principles of common law and those of the Uniform Negotiable Instrument Act to the various papers used in business transactions. The second half covers the laws of principal and surety, and insurer and insured as related to the use of business papers.

Business Law 3. Law of Personalty.

One Term. 4 *sem. crs. Prerequisite, Business Law* 1.

Law of Personalty deals with the common and statute laws relative to the purchase, sale, transfer and bailment of personal property. The subjects covered are the legal relationship of bailor and bailee; carriers and shippers or passengers; vendor and vendee.

Business Law 4. Law of Business Associations.

One Term. 4 *sem. crs. Prerequisite, Business Law* 1.

Law of Business Associations covers the common and statute laws relative to the creation, operation and termination of partnerships, joint stock

companies, business trusts, and corporations. Throughout the course, emphasis is placed upon the Uniform Partnership Act and the Incorporation Act of the State of Pennsylvania.

Business Law 5. Law of Bankruptcy.

One Term. 4 sem. crs. Prerequisite, Business Law 4.

Law of Bankruptcy deals with the position of a person or of a business association who has been made subject to a bankrupt or bankruptcy statute. Emphasis is placed on the Federal Bankruptcy Act. Other subjects covered in this course are torts and business crimes.

Business Law 6. Law of Real Estate.

One Term. 4 sem. crs. Prerequisite, Business Law 2.

Although this course is designed principally for those engaged in real estate, it is also of value to all students wishing a well rounded knowledge of real estate transactions. The course covers the many statute and court processes which the real estate salesman and broker encounter in their daily work, as well as the legal steps necessary in securing a mortgage, in closing a sale, in terminating a lease, recording deeds and proving title.

CHEMISTRY

Chemistry 1. General Inorganic Chemistry—Part 1.

One Term. 4 sem. crs.

The general course in inorganic chemistry is divided into two parts given in consecutive semesters. In this course the student is introduced to the fundamental concepts, laws and theories of inorganic chemistry. Emphasis is placed upon the quantitative aspects of the science by employing suitable experiments and calculation. Proportionate time is also devoted to the descriptive study of the elements and some of their compounds.

Chemistry 2. General Inorganic Chemistry—Part 2.

One Term. 4 sem. crs.

This course is a continuation of Chemistry 1. The content follows the description given above.

Chemistry 3. Organic Chemistry—Part 1.

One Term. 4 sem. crs. Prerequisite, Chemistry 1 and 2.

The first part of the course in organic chemistry is intended to extend and apply the principles of chemistry to the study of carbon compounds including both aliphatic and aromatic derivatives.

Chemistry 4. Organic Chemistry—Part 2.

One Term. 4 sem. crs. Prerequisite, Chemistry 3.

In the second part of organic chemistry a more detailed study of the various simple classes of compounds and their reactions is made. Proteins, carbohydrates and heterocycle compounds are included.

Chemistry 5. Elementary Analytical Chemistry.

One Term. 4 sem. crs. Prerequisite, Chemistry 2.

The lecture topics for this course treat of atomic and molecular structure, conductivity, physical and chemical equilibrium, electrochemistry and the methods of quantitative analysis.

Chemistry 6. Advanced Analytical Chemistry.

One Term. 4 sem. crs. Prerequisite, Chemistry 5.

The advanced course in chemical analysis is an extension of the elementary course in which the principles of physical chemistry are applied to the procedures of quantitative analysis. The laboratory work includes special methods of analysis, electrodeposition, conductimetric and potentiometric titrations, and colorimetric analysis.

Chemistry 7. Physical Chemistry—Part 1.

One Term. 4 sem. crs. Prerequisite, Chemistry 5.

The contents of the first part of the course in physical chemistry include the ideal gases, the real gases, liquids, solids, elementary thermodynamics, thermochemistry, solutions, homogeneous and hetrogeneous equilibria.

Chemistry 8. Physical Chemistry—Part 2.

One Term. 4 sem. crs. Prerequisite, Chemistry 7.

The continuation of the course in physical chemistry considers the topics of chemical kinetics, electrical conductivity, electromotive force and chemical thermodynamics.

ECONOMICS

Economics 1. Principles of Economics.

One Term. 4 sem. crs.

The Principles of Economics is an introductory course intended to acquaint the student with fundamental economic principles and processes as they appear in such phenomena as production, exchange, value, distribution, consumption and public finance.

Economics 2. Economic Problems.

One Term. 4 sem. crs. Prerequisite, Economics 1.

Current economic problems of national life are analyzed and discussed in this course. Typical problems are those of business organizations, money and banking, trusts, railroads, international trade and tariff taxation, labor problems, government ownership, and economic planning.

Economics 3. American Economic History.

One Term. 4 sem. crs. Prerequisite, Economics 1.

The purpose of this course is to acquaint the student with the economic development of the United States from the colonial age to the present time. In general, the subjects covered are the agricultural conquest of the West,

the agricultural revolution, decline of foreign commerce, formation of a laboring class, natural resources, competition and monopoly, and the machine age.

Economics 4. History of Economic Thought.

One Term. 4 sem. crs. Prerequisite, Economics 1.

A detailed study of the development of the leading economic concepts is made. The contributions of the early philosophers, the Middle Ages, the Mercantilists, the Classicists and the Neo-Classicists are considered.

Economics 5. Contemporary Economic Systems.

One Term. 4 sem. crs. Prerequisite, Economics 1.

This course is a continuation of Economics 4. The German Historical Schools, Marginal Utility School, American Economic Thought, and the Economics of J. M. Keynes are treated. These are followed by a survey of Socialism, both Utopian and Scientific, and an examination of the rise and development of the Communist and Fascist Movements. The socio-economic program of the Papel Encyclicals is also considered.

Economics 6. Labor Problems in America.

One Term. 4 sem. crs. Prerequisite, Economics 1.

The course considers the structure, functions and philosophy of labor unions, including insecurity, inadequate income, sub-standard workers and industrial conflict. Existing and proposed legislation and remedies are examined in detail. Emphasis is placed on the problem of unemployment. Reports, readings and class discussion.

ENGLISH

English 1. Introductory Course in Composition.

One Term. 4 sem. crs.

A brief historical consideration of the language followed by a thorough study of grammar is the basis of a course designed to impress upon the student the importance of language as a medium for the expression of ideas and the necessity of logical thought in the achievement of clarity and conciseness of expression. Special emphasis is placed on the development of vocabulary, on the improvement of reading habits, and particularly on self criticism as a means to aid the student in avoiding the common errors of composition.

English 2. Advanced Composition.

One Term. 4 sem. crs. Prerequisite, English 1.

Advanced Composition is an intensified study of the various types of writing with original exercises in each type. The written composition emphasizes the Definition of an Abstract Term, the Exposition of a Process, the Précis, Description, the Character Sketch, Criticism, Informal Argument, and the Research Paper. In addition, selected readings are assigned for class discussion.

English 3. Oral Composition.

One Term. 4 sem. crs.

Oral composition is a course in which the elements of speech are stressed. Special attention will be given to the composition and delivery of speeches.

English 4. Advanced Oral Composition.

One Term. 4 sem. crs. Prerequisite, English 3.

The course in advanced oral composition is a continuation of the introductory course with emphasis on various types of speeches.

English 5. Survey of English Literature.

One Term. 4 sem. crs. Prerequisites, English 1 and 2.

An intensive study of the lives and works of the influential authors in the main stream of English Literature is the purpose of this survey course. In each period—Old English, Middle Ages, Renaissance, Restoration and Eighteenth Century, Romantic, and Victorian—particular consideration is given to social background, to the development of distinct literary types and movements, and to the philosophical spirit of the age.

English 6. Survey of American Literature.

One Term. 4 sem. crs. Prerequisites, English 1 and 2.

The Survey of American Literature is a study of the principal authors and of the main trends of American thought in literature from Colonial times to the present day. Special consideration is given to historical and philosophical background, to the Continental influence on American thought, to the development of national themes, and to the rise of naturalism, romanticism, transcendentalism, and realism.

English 7. Technical Composition.

One Term. 4 sem. crs. Prerequisite, English 2.

This course provides training in the preparation of the various types of technical and factual reports required in industry and especially as they apply to the more scientific fields. The course deals with the gathering, organizing, and interpreting of data, and the presentation of the findings in effective written report form.

FINANCE

Finance 1. Money and Banking.

One Term. 4 sem. crs.

Money and Banking is a survey course of the financial organization of society with stress on the qualities of sound money, the gold standard and other monetary standards. It includes the evolution of banking in the United States up to and including its culmination in the Federal Reserve System. Consideration is given to the principal types of modern financial institutions and their role in the field of business.

Finance 2. Corporation Finance.

One Term. 4 sem. crs. Prerequisite, Finance 1.

Corporation Finance is a study of the fundamental principles of business finance. The topics included in this course are promotion, forms of business organization, stocks, bonds, notes and underwriting methods, capitalization, surplus and dividend policies, business failures and reorganizations.

Finance 3. Investment Principles and Securities Analysis.

One Term. 4 sem. crs. Prerequisite, Finance 1.

The purpose of the course Investment Principles and Securities Analysis is to enable investors to distinguish between the various types of investment securities; to teach the recognized tests of sound investments as regards safety, earning power and marketability; and how to act prudently with respect to diversification and vigilance in the investment of funds.

Finance 4. Stock Market and Commodity Exchange Markets.

One Term. 4 sem. crs. Prerequisite, Finance 1.

The contents of the course Stock Market and Commodity Exchange Markets includes the following topics: the benefits rendered by exchanges to the business community; the factors affecting security and commodity prices; mechanics of security exchanges and clearing house systems; types of dealers and brokers; and the methods of buying, selling and handling securities.

Finance 5. International Money Markets.

One Term. 4 sem. crs. Prerequisite, Finance 1.

International Money Markets is a study of the mechanisms of international banking, money markets, and foreign exchange. Topics discussed include stabilization of currencies, foreign banking systems and central banks, principal money markets and their operation.

Finance 6. Budgetary Control.

One Term. 4 sem. crs. Prerequisite, Finance 1.

The course in Budgetary Control provides a study of the principles of business planning for financial control of future operation through use of a budget system. Descriptions of budget systems actually used in business organizations are presented. These illustrations are intended to demonstrate that the coordination of business functions through detailed planning of production and sales and the establishment of effective financial controls are essential to successful management of business enterprises.

FOREIGN LANGUAGE

FRENCH

French 1. Elementary French.

One Term. 4 sem. crs.

The elementary course is designed to impart the basic rules governing French grammar and phonetics and to prepare the student for later mastery in reading, writing, and speaking of the French language.

French 2. Intermediate French.

One Term. 4 sem. crs. Prerequisite, French 1.

The intermediate course in French is a review course of the fundamentals of grammar with readings and exercises in written composition. The Phonetics Studio will be available for the oral work of this course, which will include voice recordings.

French 3. Survey of French Literature.

One Term. 4 sem. crs. Prerequisite, French 2.

The survey course requires readings from the works of representative authors from the following literary periods: The Middle Ages, the Renaissance, the Classical Age, the Eighteenth Century, the Romantic Era, the Realistic Period, Symbolism and Contemporary Literature. Additional work in spoken French will be included in this course.

GERMAN

German 1. Elementary German.

One Term. 4 sem. crs.

The elementary course is designed to impart the basic rules governing German grammar and phonetics and to prepare the student for later mastery in the reading, writing, and speaking of the language.

German 2. Intermediate German.

One Term. 4 sem. crs. Prerequisite, German 1.

This course is a review of the fundamentals of grammar with emphasis on oral reading and exercises in composition.

German 3. Advanced Prose and Dramatic Readings.

One Term. 4 sem. crs. Prerequisite, German 2.

In this course the student is expected to read selected texts of Lessing, Goethe, and Schiller.

SPANISH

Spanish 1. Elementary Spanish.

One Term. 4 sem. crs.

The elementary course is designed to impart the basic rules governing Spanish grammar and phonetics and to prepare the student for later mastery in the reading, writing, and speaking of the Spanish language.

Spanish 2. Intermediate Spanish.

One Term. 4 sem. crs. Prerequisite, Spanish 1.

The intermediate course in Spanish provides a review of the fundamentals of grammar with advanced readings and exercises in composition.

Spanish 3. Survey of Spanish Literature.

One Term. 4 sem. crs. Prerequisite, Spanish 2.

In this course the student is introduced to the study of Spanish literature from the Middle Ages through the Golden Age to the present time.

GOVERNMENT

Government 1. The Science of Government.

One Term. 4 sem. crs.

The elements of political science, theories of government, papal encyclicals of the state, sovereignty in the past and at the present, nature of constitutions, intergovernmental relations, and relations with other social institutions form the plan of this course.

Government 2. American State and National Government.

One Term. 4 sem. crs.

This course provides a study of state governments in the United States with special reference to the Commonwealth of Pennsylvania.

Government 3. Municipal Administration.

One Term. 4 sem. crs.

The principal functions of municipalities in the United States form the content of this course. These functions are administrative machinery, personnel, methods, public works, city planning, disposal of waste and sewage, health, police protection, fire protection, sources of revenue, expenditures and economy.

Government 4. American Political Parties.

One Term. 4 sem. crs.

The origin and development of functioning political parties in the United States are presented for study together with modern tendencies in party alignments.

Government 5. International Relations and World Policies.

One Term. 4 sem. crs.

The broad scope of this course includes the following: the policies and activities of empires in the ancient world and in the Holy Roman Empire, the modern struggle for empire, factors behind the international scene, the partition of Africa, spheres of influence, the foreign relations of the United States, practical possibilities of the efforts toward world peace, and recent international agreements.

HISTORY

History 1. History of Civilization—Part I.

One Term. 4 sem. crs.

A survey of the cultural achievements of mankind since prehistoric times. The first part of this course begins with the hitsorical basis of civilization and extends to the time of the Religious Revolt.

History 2. History of Civilization—Part II.

One Term. 4 sem. crs.

The second part of the History of Civilization is a continuation of the survey from the period following the religious revolt in Europe to recent times.

History 3. History of England.

One Term. 4 sem. crs.

This course surveys the history of England with emphasis on the evolution of its constitutional form of government.

History 4. History of the United States.

One Term. 4 sem. crs.

The History of the United States highlights the important events of our national history from colonial times to the present day.

History 5. Constitutional History of the United States.

One Term. 4 sem. crs.

The objective of this course is to trace the origin, the development and the applications of the Constitution of the United States.

INDUSTRY

Industry 1. Principles of Business Organization.

One Term. 4 sem. crs.

The course in principles is designed to introduce the student to the organization of a business with proper emphasis on its relationship to economics. Care is taken to present a balanced treatment of theory and practice which is designed to implant a solid foundation and appreciation of the activities of the business world.

Industry 2. Industrial Management.

One Term. 4 sem. crs. Prerequisite, Industry 1.

Practical training is provided in the more important types of problems encountered by executives at the level of the executive factory manager. The main objective is to develop the ability to analyze and solve problems in management control of production and in the formulation of production policies. Problems discussed cover such topics as plant location, plant size, choice of equipment, plant layout, raw material supply and control, quality control, planning and scheduling, cost control, and factory organization.

Industry 3. Industrial Relations and Personnel Management.

One Term. 4 sem. crs. Prerequisite, Industry 2.

The objective of this course is to inculcate new methods, ideas and practices applicable to personnel management. The course is designed to train students to analyze existing programs, to adapt procedures and to develop original methods which will insure a smooth-running, highly efficient personnel administration.

Industry 4. Systematic Motion and Time Study.

One Term. 4 sem. crs. Prerequisite, Industry 2.

A study of the modern procedures for analyzing all types of productive activities involving human labor forms the objective of this course. The topics covered are starting and analysis, operation charts, man and machine charts, micro-motion study, stop-watch time study, time study standards and product analysis.

Industry 6. Labor Legislation.

One Term. 4 sem. crs. Prerequisites, Business Law 1 and Industry 3.

Federal and State Labor Laws will be of particular interest to students of business management, and especially to those interested in industrial relations, or to those engaged in labor activities. The course provides an analysis of all the important Federal and State Labor Statutes and Regulations.

Industry 7. Production Control.

One Term. 4 sem. crs. Prerequisites, Industry 2 and 4.

The course in Production Control deals with the problems which arise in connection with establishing and administering operating controls. The course includes a study of nomenclature, storeskeeping controls, development and engineering, planning procedures, and job controls.

Industry 8. Blueprint Reading and Plant Layout.

One Term. 4 sem. crs. Prerequisite, Industry 2.

This course is designed to acquaint the student with the fundamental principles of basic machine tools, other machines, and processes which make possible mass production. Discussion of industrial buildings and services; plant layout as a major factor in maximum utilization of plant and equipment; of those important work-locating, work-holding, and tool-guiding devices essential to the manufacture of interchangeable parts and mass and quantity production; plus instruction and practice in blueprint reading are covered in this course.

Industry 9. Industrial Mathematics.

One Term. 4 sem. crs. Senior Standing.

This course is given from the viewpoint that mathematics, which is essential in the study of technical subjects, should be a means to an end rather than an end in itself. Since the theory of mathematics is closely associated with its use, application to the solution of practical problems will be given prominence.

Industry 10. Procurement and Materials Control.

One Term. 4 sem. crs. Prerequisite, Industry 2.

The purpose of this course is to acquaint the student with the principles of scientific ordering and purchasing of materials. The subjects discussed are organization of purchasing department, ordering procedure, the purchase order, sources of supply, non-productive materials, productive materials, stores and inventories.

Industry 11. Methods and Procedures.

One Term. 4 sem. crs. Prerequisites, Industry 2 and Senior Standing.

The course in Methods and Procedures is a study of the mechanics of originating, developing and coordinating company policy and procedures. Topics discussed include external influences in creating policy, integration of policy created at various levels, principles of organization, coordination and executive control, procedure classification and identification.

Industry 12. Compensation Methods and Job Evaluation.

One Term. 4 *sem. crs. Prerequisites, Industry* 2 *and* 3.

This course is designed to acquaint the student with the principles of job evaluation, compensation methods, and the technique and installation of incentive plans.

Industry 13. Collective Bargaining.

One Term. 4 *sem. crs. Prerequisites, Industry* 3 *and* 6.

Collective Bargaining is the study of the external and internal factors which influence the establishment of trade agreements and the application of the provisions of the established trade agreement to day-to-day employer-employee problems. Some of the problems covered in this course are how collective bargaining works; its application in day-to-day operations; its characteristic processes and procedures; and how the law affects negotiations and the resulting trade agreement. These problems are explored, analyzed and answered through a study of authentic cases drawn from industry. Outside reading is required.

INSURANCE

Insurance 1. The Principles of Insurance.

One Term. 4 *sem. crs.*

This course provides a study of the underlying principles upon which all forms of insurance are based. Beginning with the theory of probabilities, the principles are developed as they apply to the different branches of the business. The five great divisions of insurance—life, fire, marine, casualty, and social—are presented.

Insurance 2. The Principles of Life Insurance.

One Term. 4 *sem. crs.*

In this course thorough consideration is given to all phases of the complex subject of life insurance. It begins with the historical development of life insurance and its place in our social economic system. This is followed by discussions on insurance carriers and an analysis of company organization. Detailed consideration is given to the basis of risk measurement and to the basic features of the life insurance contract. All major forms of life insurance are treated fully to give the student a well-rounded picture of the entire field.

Insurance 3. Fire and Marine Insurance.

One Term. 4 *sem. crs.*

This course considers in detail the fire policy contract, description of the property, endorsements and forms, schedule rating, and the various marine insurance contracts and endorsements.

Insurance 4. Casualty Insurance.

One Term. 4 *sem. crs.*

The contents of the course in casualty insurance includes the following: automobile, burglary, public-liability, compensation, accident and health,

steamboiler, machinery, and plate-glass insurance, and fidelity and surety-bonds insurance. Attention is paid to policy contract, rate making, experience rating, special agreements and endorsements, assignment of policies, and etc.

Insurance 5. Social Insurance.

One Term. 4 sem. crs.

The object of this course is to acquaint the student with the various forms of insurance related to his earning capacity during life. The subjects discussed are accident and health insurance, group insurance, workmen's compensation, social security, unemployment insurance, business pension and retirement plans. Emphasis in each case is placed on the benefits, administrative features, and costs of such programs.

MARKETING

Marketing 1. Principles of Marketing.

One Term. 4 sem. crs.

A consideration of the channels, functions, and policies of the retailer, wholesaler, and manufacturer; types of middlemen and their functions; and produce exchanges and other markets. Attention is also given to the consumer's point of view through emphasis on information labeling, quality standards, and tests of commodities.

Marketing 2. Retail Merchandising.

One Term. 4 sem. crs. Prerequisite, Marketing 1.

This course is designed to enable students of marketing to understand the structure of retailing and the variety of problems associated with the operation of stores of various types; the practical methods employed in leading retail organizations and the evaluation of opportunities in the field.

Marketing 3. Salesmanship.

One Term. 4 sem. crs. Prerequisite, Marketing 1.

This course is designed to acquaint the student with the technique of personal selling and with what he should know to succeed as a salesman—marketing and distribution, analysis of the proposition, the salesman's qualifications, and the basic psychological principles of selling.

Marketing 4. Sales Administration.

One Term. 4 sem. crs. Prerequisite, Marketing 1.

The course deals with the main problems faced by sales executives in the operation and control of salesmen and the establishment of sales policies for manufacturing, wholesale, and retail organizations, including such matters as the structure of the distribution department, field sales organization, selection and training of salesmen, assignment of their tasks, and supervision of their activities.

Marketing 5. Advertising.

One Term. 4 sem. crs. Prerequisite, Marketing 2.

The course provides a scholarly and up-to-date treatment of the economic and social aspects of advertising, including the scope of advertising and the important methods and techniques of research which form the basis of any advertisement or advertising campaign; a practical treatment of copy, layout, reproduction, and media; the effectiveness of advertising, advertising departments, and the advertising agency.

Marketing 6. Marketing Research and Analysis.

One Term. 4 sem. crs. Prerequisite, Senior Standing.

This course deals with the use of scientific method in the solution of specific marketing problems and in the conduct of general market research studies. Topics considered include purposes achieved by market research and analysis; agencies for carrying on the work; sources of information; problems of research and analysis; methods of carrying on research and of analyzing information obtained; and the proper presentation of the results.

MATHEMATICS

Mathematics 1. College Algebra.

One Term. 4 sem. crs.

The earlier portion of this course treats in a more advanced manner the fundamental topics in mathematics covered by students who have had at least one year of high school algebra. In this period a good portion of the time is spent on theory and the cultivation of the students' powers of concentration. More advanced topics are then presented and developed through the solution of more theoretical and practical problems.

Mathematics 2. Plane Trigonometry.

One Term. 4 sem. crs. Prerequisite, Mathematics 1.

By a thorough training in the meaning and use of the trigonometric function the student is given a wider knowledge of the applications of mathematics to materials he uses and sees in action. The correlation of the functions with one another as well as uses in other fields are stressed.

Mathematics 3. Analytic Geometry.

One Term. 4 sem. crs. Prerequisite, Mathematics 2.

The Cartesian and polar systems are used to study and reach certain conclusions which cannot be treated by the ordinary range of algebra, plane and solid geometry or trigonometry although these subjects are applied throughout.

Mathematics 4. Differential Calculus.

One Term. 4 sem. crs. Prerequisite, Mathematics 3.

The course in differential calculus includes the study of functions; limits; derivatives and differentials; differentiation of the ordinary algebraic, exponential and trigonometric functions. Whenever possible, application to the solution of the problems in the natural sciences is made.

Mathematics 5. Integral Calculus.

One Term. 4 sem. crs. Prerequisite, Mathematics 4.

This course is given in sequence with Mathematics 4. It emphasizes the nature of integration; elementary processes of evaluating integrals; geometric applications to area, length, volume and surface; and scientific applications to force, motion, time and temperature.

Mathematics 6. Differential Equations.

One Term. 4 sem. crs. Prerequisite, Mathematics 5.

In this course the student is introduced to a more extended treatment of differential equations of different orders, degrees and kinds, including those that are total, simultaneous or partial.

PHILOSOPHY

Philosophy 1. Logic.

One Term. 4 sem. crs.

The requirements of correct thinking as applicable in all forms of speaking and writing are studied in a systematic manner. The methods of composing and recognizing logical thought are emphasized, as well as training in the detection of fallacies and errors in thought.

Philosophy 2. Philosophy of Nature.

One Term. 4 sem. crs.

A study of the ultimate nature, origin, and end of the physical world with particular reference to man's position in the natural order.

Philosophy 3. Ethics.

One Term. 4 sem. crs.

By the use of logical thought the morality of applied rights and duties is herein analyzed. Through the development of the nature of law, both civil and natural, the practical areas of ownership, titles, contracts, wages, strikes, etc. are critically investigated. The purpose of the course is to give an integrated picture of the moral system in which industrial, family and national societies participate.

Philosophy 4. Natural Theology.

One Term. 4 sem. crs. Prerequisite, Senior Standing.

This course presents a philosophical approach to the problems of the existence, nature, and attributes of God; the relation of God to the universe; and, in particular, the relation of God to man.

PHYSICS

Physics 1. General Physics—Part 1.

One Term. 4 sem. crs.

The general course in physics introduces the student to the fundamentals of the science. The topics considered in Part 1 in lecture and laboratory are mechanics, heat and sound.

Physics 2. General Physics—Part 2.

One Term. 4 sem. crs. Prerequisite, Physics 1.

This course is a continuation of Physics 1 covering the topics of light, magnetism and electricity.

Physics 3. Physical Optics.

One Term. 4 sem. crs. Prerequisite, Physics 2.

The course in physical optics is a fuller development of the topic of light as introduced in Physics 2. Special attention is given to the refraction, dispersion, interference, diffraction and polarization of light. Experiments are conducted with lenses, mirrors, microscopes, spectrometer, spectrograph, and inferometer.

Physics 4. Electricity and Magnetism.

One Term. 4 sem. crs. Prerequisite, Physics 2.

This course, like that of Physical Optics, is a more complete development of the topics considered in Physics 2. Of the various topics considered in this course emphasis is placed upon fundamental electrical measurements; the magnetic and thermal effects of the electric current; primary and secondary cells; thermoelectric phenomena; electro-magnetic induction; alternating currents; transformers; motors; electric magnetic waves.

Physics 5. Introduction to the General Principles of Electronics.

One Term. 4 sem. crs. Prerequisite, Physics 4.

The introductory course in electronics is designed to acquaint the students with the fundamental theory of electric conduction through gases and vacuo. The characteristics of common types of electronic tubes, basic electronic circuits and applications are studied.

Physics 6. Electronic Circuits.

One Term. 4 sem. crs. Prerequisite, Physics 5.

This course is a continuation of the principles of electronics with particular application to wave shaping circuits, triggering and recording circuits.

Physics 7. Radio Communications—Part 1.

One Term. 4 sem. crs. Prerequisite, Physics 6.

The course content of the first part of radio communications includes elementary radio measurements; resonant and coupled circuits; detection, amplification and modulation; radio systems.

Physics 8. Radio Communications—Part 2.

One Term. 4 sem. crs. Prerequisite, Physics 7.

Topics related to the first part of this course are considered. They are power oscillators and amplifiers; frequency control and stability; antenna systems, wave propagation and transmission studies; advanced measurements and theory.

Physics 9. High Frequency.

One Term. 4 sem. crs. Prerequisite, Physics 6.

The design of this course is to acquaint the student with the theory and practice of high frequency as applied to radio, television, radar, etc.

Physics 10. Ultra High Frequency.

One Term. 4 sem. crs. Prerequisites, Physics 3 and Physics 9.

This course provides the student with an up-to-date treatment of the theory and practice of radio frequency and ulta high frequency oscillators, amplifiers, transmissions and radiation systems. It also includes micro-wave and wave guide techniques.

PSYCHOLOGY

Psychology 1. Psychology of Adjustment.

One Term. 4 sem. crs.

A dynamic approach to the problems of an integrated personality, designed to assist the student in his individual and social adjustment.

SOCIOLOGY

Sociology 1. Introductory Sociology.

One Term. 4 sem. crs.

Introductory Sociology is a study of the fundamental concepts in several approaches to an understanding of human relationships.

Sociology 2. Social Problems and Agencies.

One Term. 4 sem. crs.

The problems of current maladjustments in urban and rural human relationships form the objectives of this course together with a study of the agencies which are designed to assist groups and the individuals concerned.

Sociology 3. Social Institutions.

One Term. 4 sem. crs.

Social Institutions is a study of those continuing organizations which exercise control over groups. These are the family, the state, the church, private property, occupations, education, and recreation.

STATISTICS

Statistics 1. Business Statistics.

One Term. 4 sem. crs.

This course deals with important sources of business and economic data and with those methods of graphic presentation and statistical analysis that are more frequently used in business. The following topics are treated: collection of data; common types of error in use of numbers; tabular and graphic presentation of data; computation and application of ratios, averages and measures of variation; elementary analysis of time series, index numbers, and introduction to sampling theory.

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INFORMATION

For additional information, write to:

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